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GOVERNOR



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DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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HIHRO-M

18 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Excused Absence for Returning Federal Civil Service Employees

1. On 14 November 2003, President Bush granted Federal employees, who are *returning* from active duty five days of excused absence from their civilian duties. The purpose of this leave is to aid the returning employee in readjusting to civilian life.
2. The leave will be administered in the following manner:
 - a. The five days of excused absence applies to all Hawaii National Guard technicians returning from active military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under Executive Order 13223. Technicians, whether deployed overseas or activated in place, are eligible for the excused absence.
 - b. The five days of excused absence will be applied one time only regardless of the number of activations that the technician has served. It must be taken as a continuous period of paid time off to spend with family members prior to returning to Federal civilian duties.
 - c. The five days of excused absence will not be "stockpiled" for use at a later date. However, if the technician returned to Federal civil service prior to 14 November 2003, he/she may take the five days of excused absence at a time mutually agreed upon by the employee and supervisor.
 - d. This excused absence should not be confused with compensatory time off earned for overtime hours.
 - e. The number of hours will be equivalent to one workweek of excused absence. The period of excused absence for a technician on an uncommon tour of duty or on a part-time work schedule will be prorated according to the number of hours in the technician's regularly scheduled workweek.
 - f. Upon receiving notification from the technician of his/her intent to return to civilian duty on a specific date the:

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(1) Supervisor will grant the technician five days of excused absence immediately prior to the technician's actual reemployment. The commencement of the excused absence represents a return to Federal civilian employment and the technician is obligated to report to work at the end of the five-day period.

(2) Supervisor will initiate a SF 52 (Request for Personnel Action) for the technician's return to duty (RTD), which will be forwarded to the HRO for input into the personnel system. If this SF 52 is not received by the HRO, the technician will not get paid. The effective date of the RTD will be the first day of the five-day period of excused absence. If employee is returning from active duty earlier than stated on the initial active duty orders, a copy of the amendment must be attached to the SF 52 for the RTD.

(3) Supervisor will have the technician complete a OPM Form 71 (Request for Leave or Approved Absence) on the first day back to work. In item 4 of the OPM Form 71, check the "Other Paid Absence" box and enter the dates/hours of the five-day period of excused absence. In item 6, "Remarks", enter this memorandum as the reference. In addition, a copy of the active duty orders for the contingency operation should be attached to the OPM Form 71. Supervisor will retain documents for audit purposes.

(4) Timekeeper will use the code "LV" (Excused Absence) when recording time and attendance in the Defense Civilian Pay System for this period of absence. In the remarks section, enter "OPM Form 71 on file."

3. Supervisors and managers are responsible for ensuring that the above guidelines are adhered too. If there are any questions, please contact Lt Col Randall Tom at (808) 733-4205 or Sandy Hashimoto at (808) 733-4116.

FOR THE ADJUTANT GENERAL:



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